

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

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<b>Position Title:</b>	<b>Operations Support Specialist #11-02</b>
<b>Location:</b>	<b>Dallas, Texas</b>
<b>Closing Date:</b>	<b>November 12, 2010 or until filled</b>
<b>Starting Salary/Range:</b>	<b>CL-25(\$40,105 - \$65,228)*</b> *depending upon qualifications and experience

**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for an Operations Support Specialist position in Dallas, Texas. The incumbent performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The incumbent performs docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

### **REPRESENTATIVE DUTIES:**

1. Opens cases in case management system. Processes and creates new case files, and assigns case numbers to judges. Dockets initial opening events. Sorts, classifies, and files case records. Maintains the integrity of the filing system, to insure the accurate and timely filing of documents.
2. Makes summary entries of all documents and proceedings on the docket in a team-based environment. This includes, but is not limited to, such items as complaints, petitions, indictments, pleadings, motions, responses, minutes, and orders.
3. Provides assistance to the general public, litigants, the bar, and a variety of customers at the intake counter. Collects fees and performs cashiering functions as assigned.
4. Reviews documents to determine compliance with federal and local rules and routes copies of documents to proper office(s)/person(s). Distributes orders, notices, and judgments when entered on the docket. Prepares and issues summonses and warrants upon order of the court

5. Ensures that statistical information is accurately reflected when a case is opened or closed and in various entries occurring throughout the pendency of an action. Assists in case management by ensuring the quality of all docket entries using the court's quality control program.

### **QUALIFICATIONS:**

To qualify for the position of operations support specialist, the candidate must have two years of clerical or administrative experience, and knowledge of legal terminology, procedure, or filings as might be found in a law office, in the Clerk's Office of a U.S. District Court, or in another court of justice. The candidate should possess strong organizational, analytical, and verbal and written communication skills. Solid computer skills are required, including proficiency in the use of word processing software. High school diploma or equivalent is required, and a Bachelor's degree is preferred. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

### **BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a **detailed resume** and **salary history** to:

**Human Resources - #11-02**  
United States District Clerk's Office  
1100 Commerce Street, # 1452  
Dallas, TX 75242  
Fax: (214) 753-2247  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.